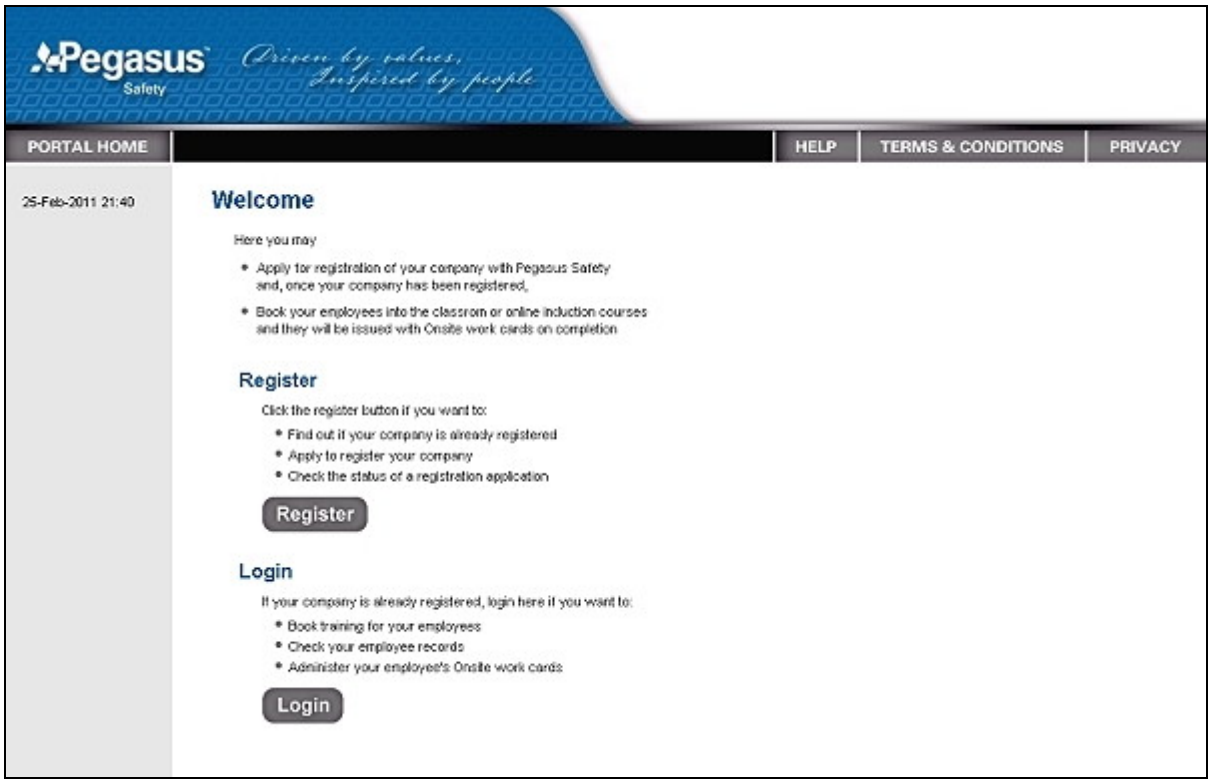
PEGASUS SAFETY


Pegasus
Safety
Driven by values, Inspired by people
PORTAL HOME
HELP
TERMS & CONDITIONS
PRIVACY
25-Feb-2011 21:40
Welcome
Here you may
Apply for registration of your company with Pegasus Safety and, once your company has been registered,
Book your employees into the classroom or online induction courses and they will be issued with Onsite work cards on completion
Register
Click the register button if you want to:
Find out if your company is already registered
Apply to register your company
Check the status of a registration application
Register
Login
If your company is already registered, login here if you want to:
Book training for your employees
Check your employee records
Administer your employee's Onsite work cards
Login

BOOKINGS PORTAL USER MANUAL

Version 2.87

Mar 2011

© Pegasus Safety 2011

This manual remains the property of Pegasus Safety
and is protected by national and international copyright laws.

You are not permitted to reproduce this manual in part or in full.

Only Pegasus Safety, or its nominees, may print
or in any way, duplicate this manual or any part thereof.

Revision date 16 Mar 2011

TABLE OF CONTENTS

Overview **4**
What is the Pegasus Safety Bookings Portal? 4
Onsite Track Easy 4
Onsite Contractor 4
Making a Booking 4
Pegasus Safety Contact Details 4
Website Navigation **5**
Website Access 5
Login 5
Standard Page Layout 6
Menus 6
Session Timeout 6
Company Registration **7**
Australian Companies 8
Non Australian Companies 8
Add Company 9
1. Company 9
2. User 9
3. Declaration 9
Users **10**
Website Access 10
Pegasus Safety Bookings Portal 10
Onsite Track Easy 10
Adding Users 10
Email Address and Password 11
Reset User Password 11
Change Username or Password 11
Example Login Email 12
Company User 12
Bookings **13**
Applying For Access 13
Booking Employees 13
Booking Files 14
Types 14
Downloadable Docs 14
Managing Employee Booking Files 14
Booking Approval 16
Returned Bookings 16
Employees **18**
Employee Search 18
Adding Employees 19
Uploading a File **20**
Shopping Cart **21**
Frequently Asked Questions **23**
Company Registration 23
Users 23
Bookings 24
Shopping Cart 24

Overview

What is the Pegasus Safety Bookings Portal?

The portal is a web site where you can register, book and pay for your employees to attend Pegasus Safety training courses. Some training courses may require you to upload booking files and the portal provides a secure mechanism for you to do this. Examples of files you may be required to upload include employee photos, drivers licenses, certification documents, trade certificates and medical certificates.

Onsite Track Easy

Onsite Track Easy is a real-time safety and contractor management system which tracks compliance records such as company certifications, employee competencies, training, activities and site access.

Bookings you make and data you enter through the Pegasus Safety Bookings Portal will be automatically entered into the Onsite Track Easy database. This is the database used by Pegasus Safety to manage your employees' training.

Onsite Contractor

By registering with Pegasus Safety you are entitled to a free subscription to **Onsite Contractor Basic** which is a product developed by Onsite Track Easy. This is a web based solution which allows you to view basic data held on your employees in the Onsite Track Easy database on all sites where they work or have attended training. If you would like enhanced access to your data you can activate a free trial or purchase **Onsite Contractor Full**.

Making a Booking

It is a 4 step process to make a training booking using the Pegasus Safety Bookings Portal:

1. Register your company with Pegasus Safety if they are not registered (see page 7).
2. Request a user account if you don't have one (see page 10).
3. Apply for your company to access training resources on the training site (see page 13).
4. Make a training course booking (see page 13).

Pegasus Safety Contact Details

If you need to contact Pegasus Safety for any reason their contact details follow.

Pegasus Safety
6 Castlereagh St
Singleton NSW 2330

(02) 6571 8801

inductions@pegasus.net.au
www.pegasus.net.au

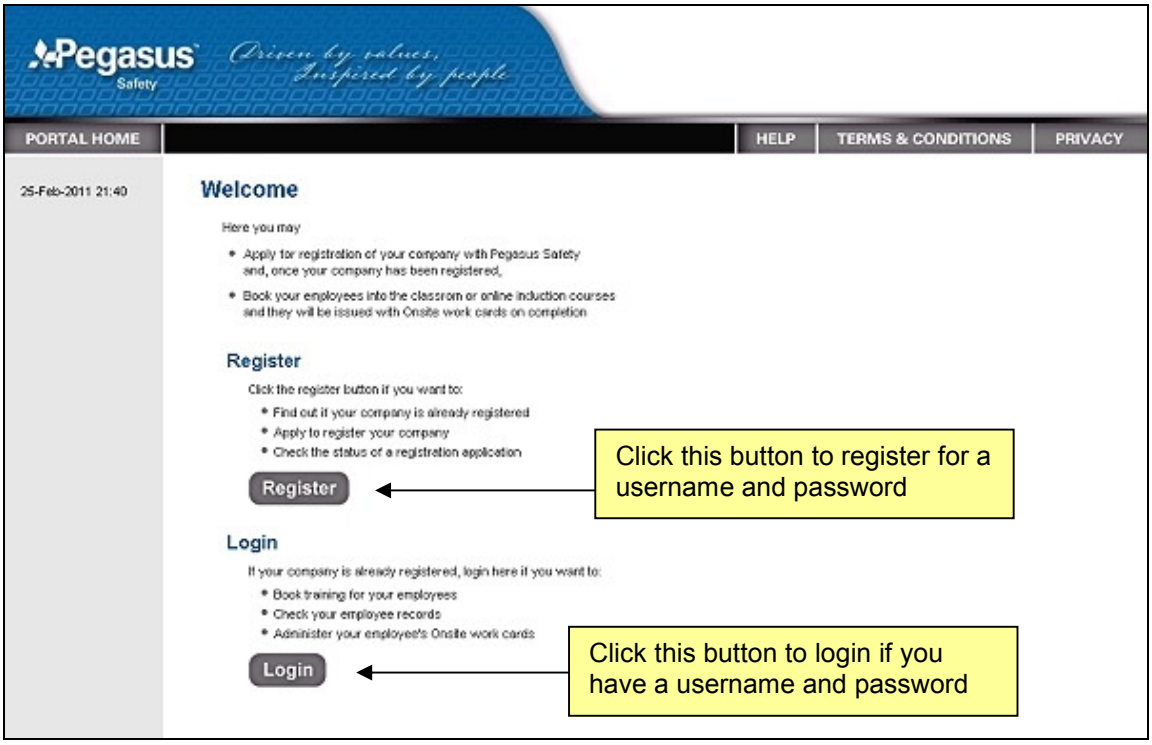
Website Navigation

Website Access

Log into the Pegasus Safety Bookings Portal using the URL:

https://secure.onsitetrackeasy.com.au/portal/pegasusSafety/

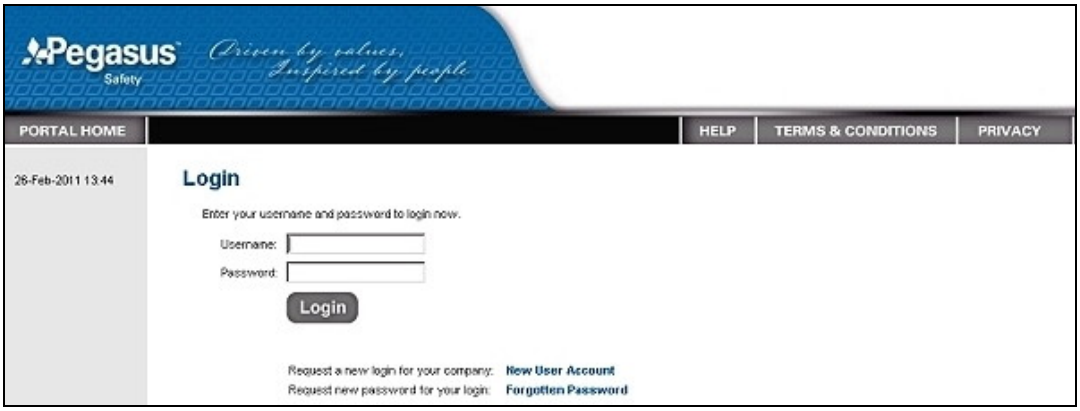
The most compatible Internet browser to use is Internet Explorer as it has been extensively tested with this website. There is no guarantee that other web browsers will be as compatible.


Pegasus Safety
Driven by values, Inspired by people
PORTAL HOME
HELP
TERMS & CONDITIONS
PRIVACY
25-Feb-2011 21:40
Welcome
Here you may
Apply for registration of your company with Pegasus Safety and, once your company has been registered,
Book your employees into the classroom or online induction courses and they will be issued with Onsite work cards on completion
Register
Click the register button if you want to:
Find out if your company is already registered
Apply to register your company
Check the status of a registration application
Register
Click this button to register for a username and password
Login
If your company is already registered, login here if you want to:
Book training for your employees
Check your employee records
Administer your employee's Onsite work cards
Login
Click this button to login if you have a username and password

The website features public and secure areas. If your company is not registered with Pegasus Safety then you will only be able to access the public area where you can register. Upon registration approval you will be issued a username and password which will log you into the secure area of the portal where you will be able to make training course bookings.

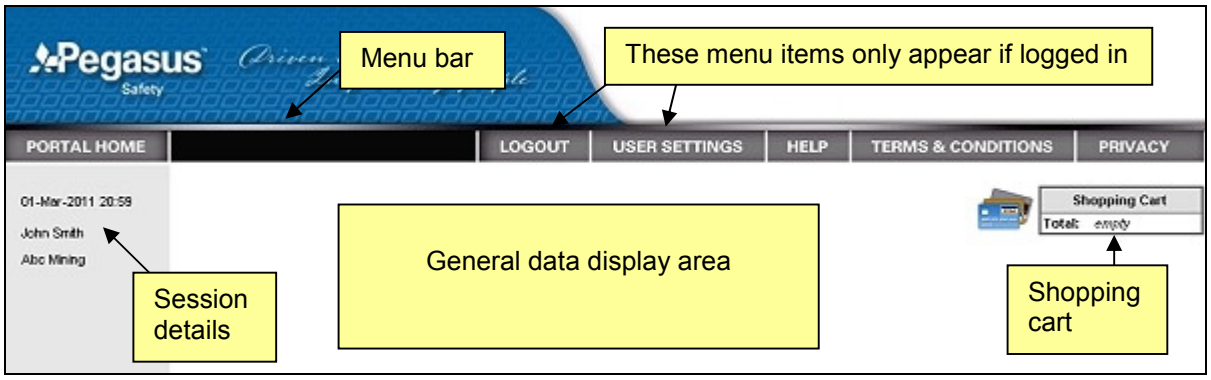
Login

When you click the **login** button you are taken to the login page. The login **password is case sensitive**. Please ensure you use lower and upper case letters as appropriate.



Standard Page Layout

The pages in the Pegasus Safety Bookings Portal conform to a standard layout. Here is a typical page with the main elements highlighted.



Menus

The Pegasus Safety Bookings Portal website uses a menu bar, as shown above. Here are the various menus.

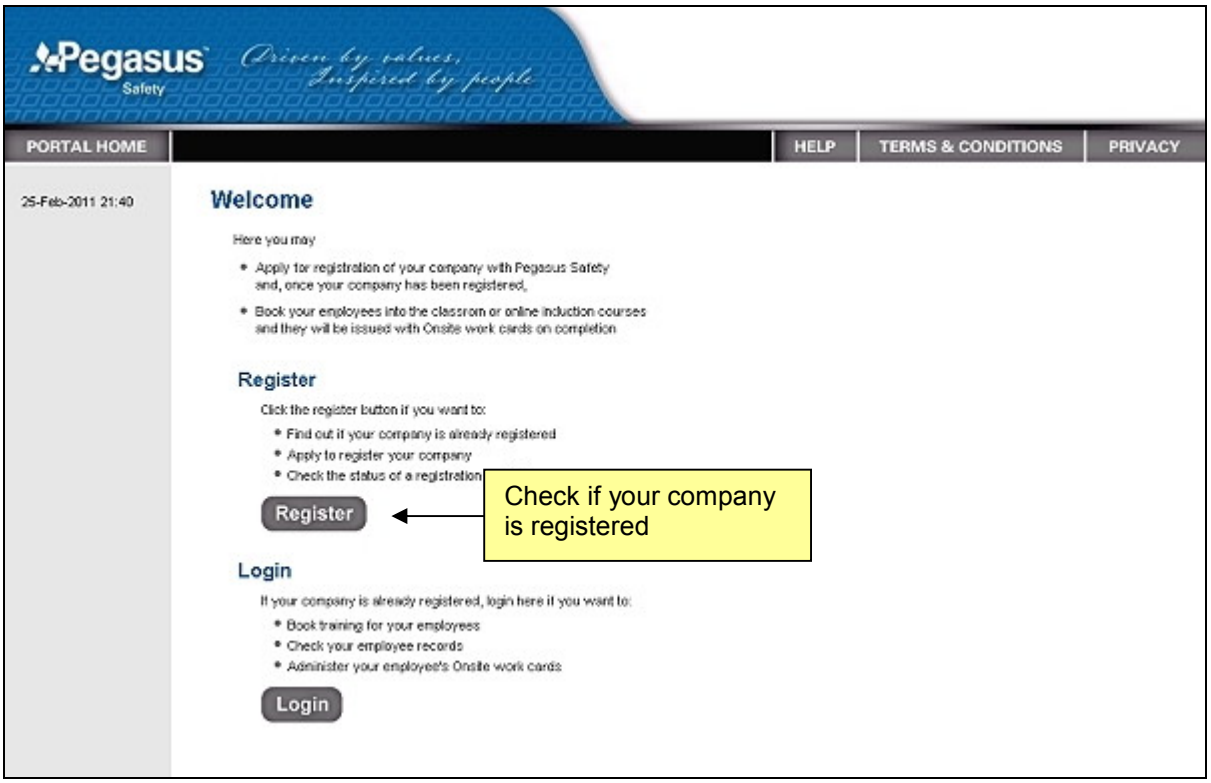
- **Portal Home**
  Go to Pegasus Safety Bookings Portal home page.
- **Logout**
  End your Pegasus Safety Bookings Portal user session. Only appears if logged in as a user.
- **User Settings**
  Change your username and password. Only appears if logged in as a user.
- **Help**
  Who to contact if you need help.
- **Terms & Conditions**
  Terms and conditions for use of the Pegasus Safety Bookings Portal.
- **Privacy**
  Pegasus Safety privacy statement.

Session Timeout

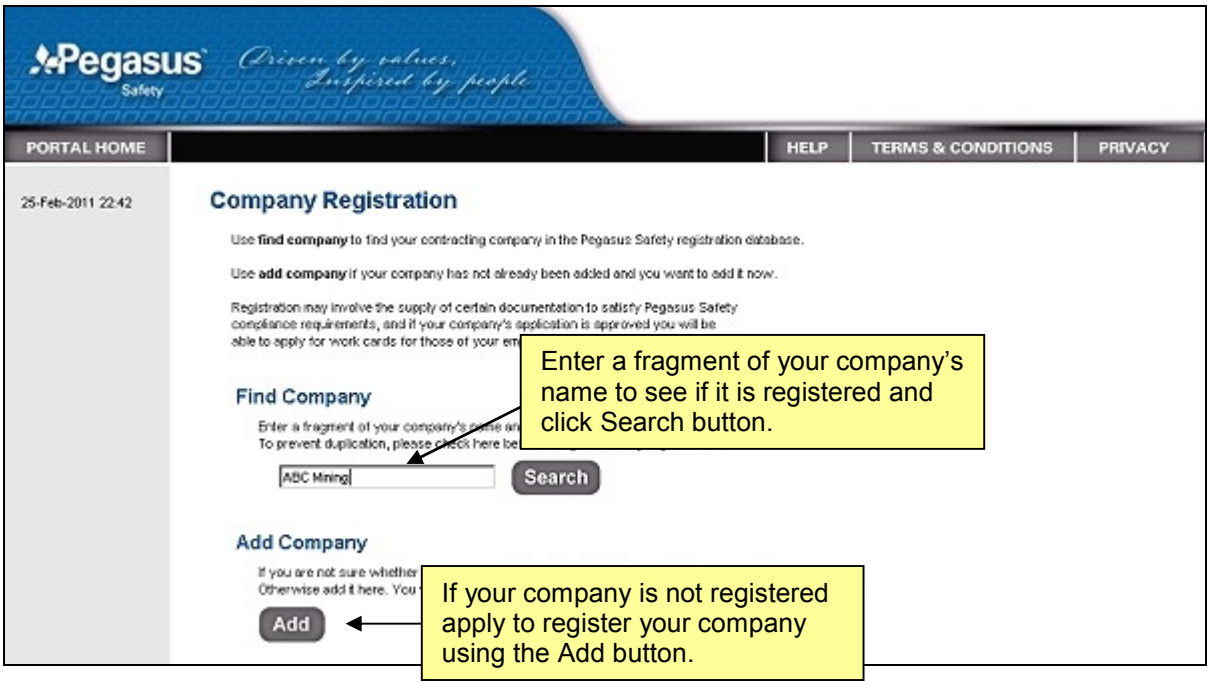
When you are logged into the portal a session timeout applies so your session expires after 60 minutes of inactivity.

Company Registration

Before you can book your employees into training courses your company needs to be registered with Pegasus Safety. This can be done from the portal home page using the **register** button.

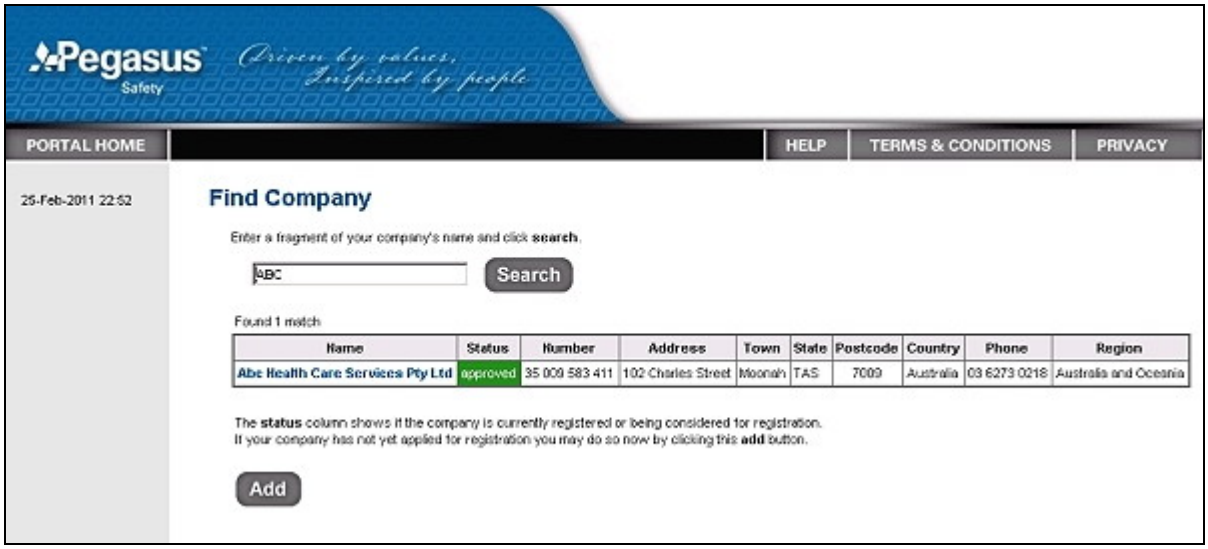

Pegasus Safety
Driven by values, Inspired by people
PORTAL HOME
HELP
TERMS & CONDITIONS
PRIVACY
25-Feb-2011 21:40
Welcome
Here you may
Apply for registration of your company with Pegasus Safety and, once your company has been registered,
Book your employees into the classroom or online induction courses and they will be issued with Onsite work cards on completion
Register
Click the register button if you want to:
Find out if your company is already registered
Apply to register your company
Check the status of a registration
Register
Check if your company is registered
Login
If your company is already registered, login here if you want to:
Book training for your employees
Check your employee records
Administer your employee's Onsite work cards
Login

The register button can be used to check if your company is already registered with Pegasus Safety, to apply to register your company, or to check the status of a registration application.


Pegasus Safety
Driven by values, Inspired by people
PORTAL HOME
HELP
TERMS & CONDITIONS
PRIVACY
25-Feb-2011 22:42
Company Registration
Use find company to find your contracting company in the Pegasus Safety registration database.
Use add company if your company has not already been added and you want to add it now.
Registration may involve the supply of certain documentation to satisfy Pegasus Safety compliance requirements, and if your company's application is approved you will be able to apply for work cards for those of your em
Enter a fragment of your company's name to see if it is registered and click Search button.
Find Company
Enter a fragment of your company's name an
To prevent duplication, please check here be
ABC Mining
Search
Add Company
If you are not sure whether
Otherwise add it here. You
Add
If your company is not registered apply to register your company using the Add button.

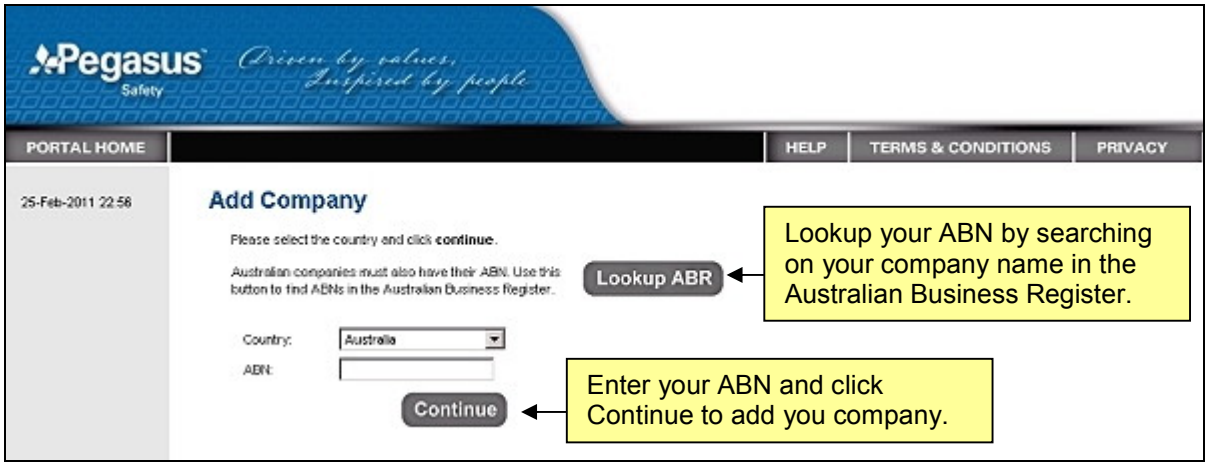
If your company appears in the results of the **find company** search then your company is already registered or has applied for registration with Pegasus Safety. Otherwise, use the **add** button to proceed with adding your company.

Please Note: Your company may already be registered with Pegasus Safety without you having had to register through the Pegasus Safety Bookings Portal. This will be the case if you are an existing Pegasus Safety customer or you work on sites that are engage Pegasus Safety for administrative services.



Australian Companies

Pegasus Safety requires a valid ABN (Australian Business Number) for all new Australian companies. If you do not know it use the **lookup ABR** button to look it up from the Australian Business Register by doing a search on your company's name.


Pegasus Safety
Driven by values, Inspired by people
PORTAL HOME
HELP
TERMS & CONDITIONS
PRIVACY
25-Feb-2011 22:58
Add Company
Please select the country and click continue.
Australian companies must also have their ABN. Use this button to find ABNs in the Australian Business Register.
Lookup ABR
Lookup your ABN by searching on your company name in the Australian Business Register.
Country:
Australia
ABN:
Continue
Enter your ABN and click Continue to add you company.

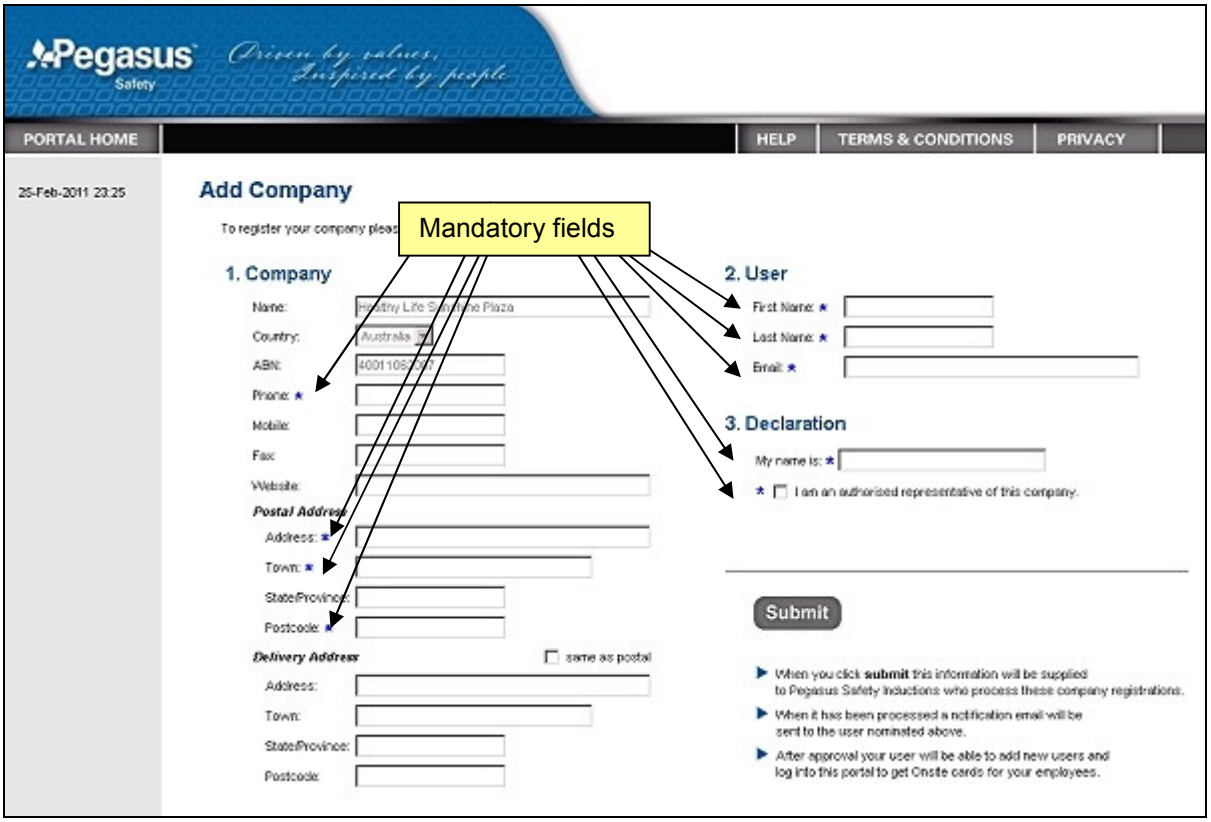
After entering an ABN, you will be presented with a list of valid business names for that ABN from the Australian Business Register. For more detail on the Australian Business Register please visit www.abr.business.gov.au

Non Australian Companies

It is a requirement that non Australian companies are identified by a name and business number. If a registered company is not found with the entered name and business number then the registration process will continue.

Add Company

To register your company you will need to provide the following company details:



1. Company

Your company contact details. The company phone number and postal address fields are mandatory.

2. User

Details of a user who you want to receive email notification of your company's registration status and login information. Login information is only emailed if your company's registration application is approved. See page 12 for more information on the company user.

3. Declaration

You must be an authorised representative of the company you are registering.

Users

Website Access

All users can login to and access both the Pegasus Safety Bookings Portal and Onsite Track Easy websites. This manual is predominantly only about the Pegasus Safety Bookings portal.

Pegasus Safety Bookings Portal

The portal is a web site where you can register and book your employees into Pegasus Safety training courses.

Log in at https://secure.onsitetrackeasy.com.au/portal/pegasusSafety.

Onsite Track Easy

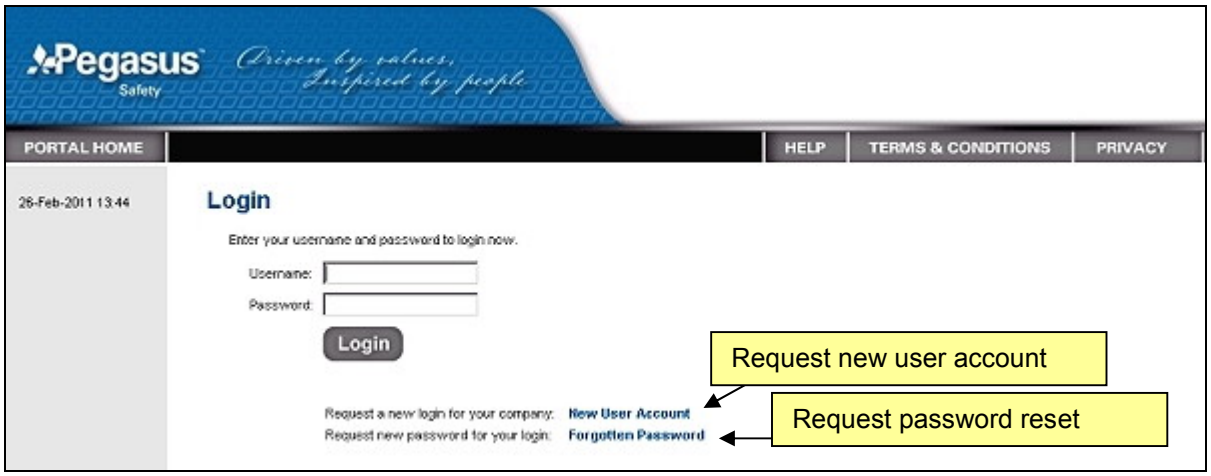
Onsite Track Easy is a real-time safety and contractor management system which tracks compliance records such as company certifications, employee competencies, training, activities and site access. It is a product used by Pegasus Safety to manage your employees' training.

When your company registers with Pegasus Safety your company will receive a free subscription to **Onsite Contractor Basic** if they don't already have one. This is a website where you can view basic data for your company from all sites using Onsite Track Easy. If you would like enhanced access to your data you can activate a Free Trial of **Onsite Contractor Full**.

Log in at https://secure.onsitetrackeasy.com.au.

Adding Users

Any number of user accounts can be created for representatives of your company once your company's registration has been approved. Use the **login** button on the home page to access the login page below (even if you don't have a login username and password). This page has an option to request a **New User Account**.



Do a **search** on your company's name. If your company is registered it should appear in the search results as in the image below.

Click on the **Name** of the company matching yours to request a **New User Account**. You will need to enter the first name, last name and email address of the user you wish to create. The user request will be emailed to user request managers from your company for approval. When a decision has been made an email containing login information will be sent to the email address entered.

Email Address and Password

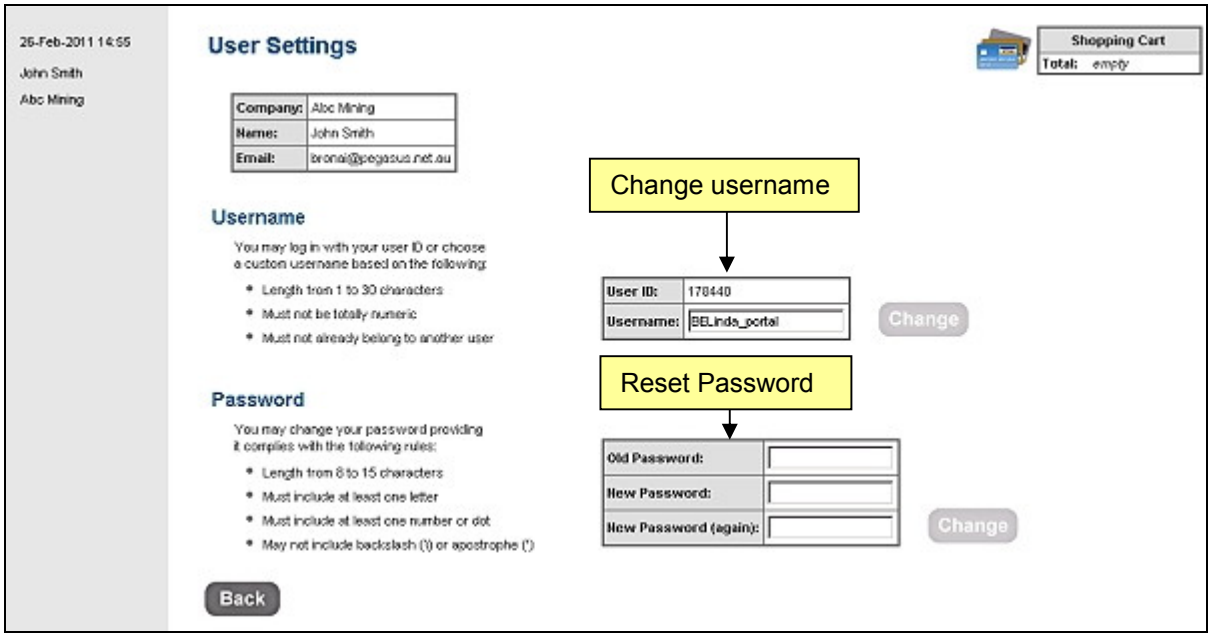
Each user needs a valid email address for the delivery of their login information which contains their username and password. All passwords are generated automatically.

Reset User Password

Use the **login** button on the home page to access the login page. This page has an option to request a new password for your login. Click the **forgotten password** link and a new automatically generated password will be emailed to you. You will need to enter your first name, last name and email making sure to use the **exact spelling** you used when first setting up your user account.

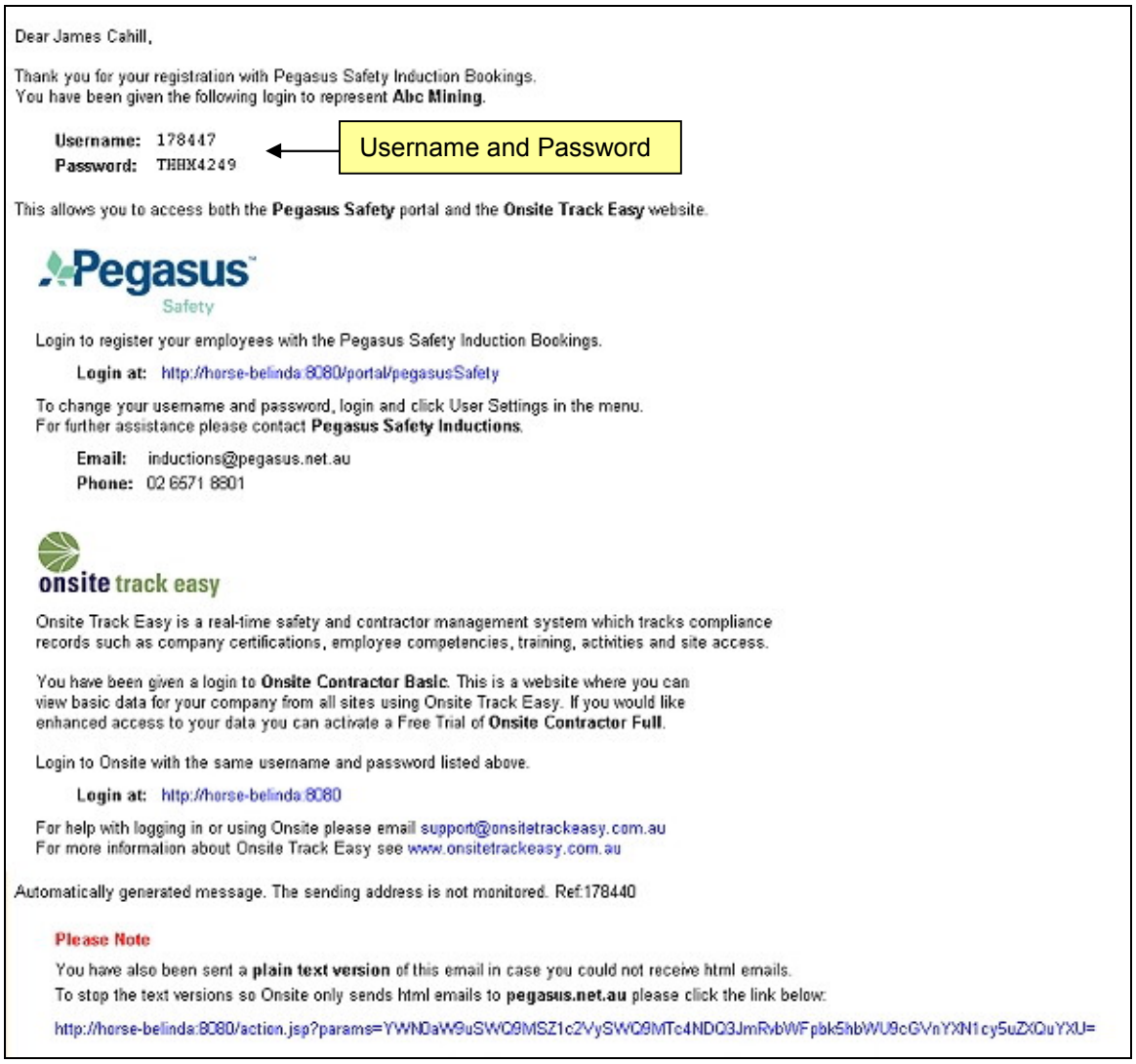
Change Username or Password

If you are an existing user you have the option to change your username and password. This may be done from the **user settings** menu when you are logged in.



Example Login Email

Following is an example of the email you will receive containing your login details.



Dear James Cahill,

Thank you for your registration with Pegasus Safety Induction Bookings.
You have been given the following login to represent **Abc Mining**.

Username: 178447
Password: THHX4249

Username and Password

This allows you to access both the **Pegasus Safety** portal and the **Onsite Track Easy** website.

Pegasus Safety

Login to register your employees with the Pegasus Safety Induction Bookings.

Login at: http://horse-belinda:8080/portal/pegasusSafety

To change your username and password, login and click User Settings in the menu.
For further assistance please contact **Pegasus Safety Inductions**.

Email: inductions@pegasus.net.au
Phone: 02 6571 8801

onsite track easy

Onsite Track Easy is a real-time safety and contractor management system which tracks compliance records such as company certifications, employee competencies, training, activities and site access.

You have been given a login to **Onsite Contractor Basic**. This is a website where you can view basic data for your company from all sites using Onsite Track Easy. If you would like enhanced access to your data you can activate a Free Trial of **Onsite Contractor Full**.

Login to Onsite with the same username and password listed above.

Login at: http://horse-belinda:8080

For help with logging in or using Onsite please email support@onsitetrackeasy.com.au
For more information about Onsite Track Easy see www.onsitetrackeasy.com.au

Automatically generated message. The sending address is not monitored. Ref:178440

Please Note

You have also been sent a **plain text version** of this email in case you could not receive html emails.
To stop the text versions so Onsite only sends html emails to **pegasus.net.au** please click the link below:

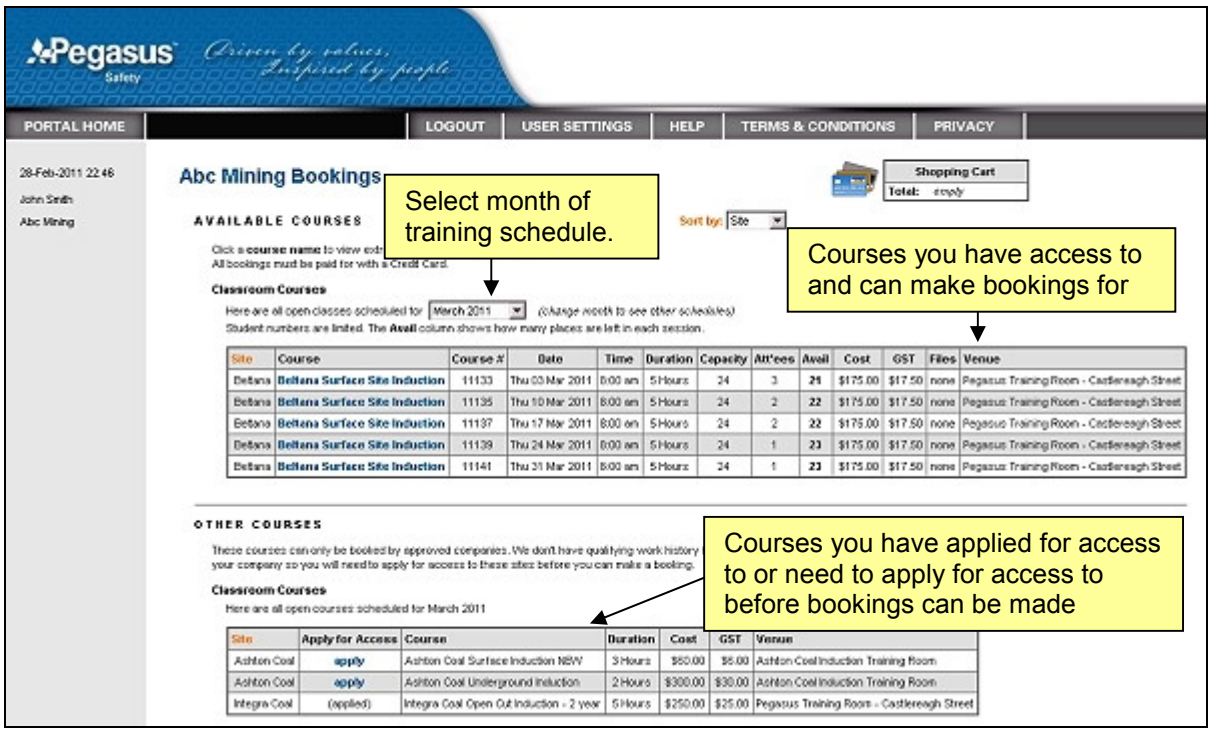
http://horse-belinda:8080/action.jsp?params=YWN0aW9uSWQ9MSZ1c2VySWQ9MTc4NDQ3JmRvbWFpbk5hbWU9cGVnYXN1cy5uZXQuYXU=

Company User

When registering a company with Pegasus Safety a primary company contact/user is established. This user is the primary contact between Pegasus Safety, Onsite Track Easy and your company. This person is a special user who is granted all possible user rights in Onsite Track Easy website. This enables them to do such things as add new users and reset user passwords for other users from your company.

Bookings

To book employees into training courses use the **bookings** button on the home page. This will bring up a list of courses to book into. The courses are divided into two categories: **available** and **other** courses. Available courses are those that you can book into now, and other courses are those that you can apply for access to.

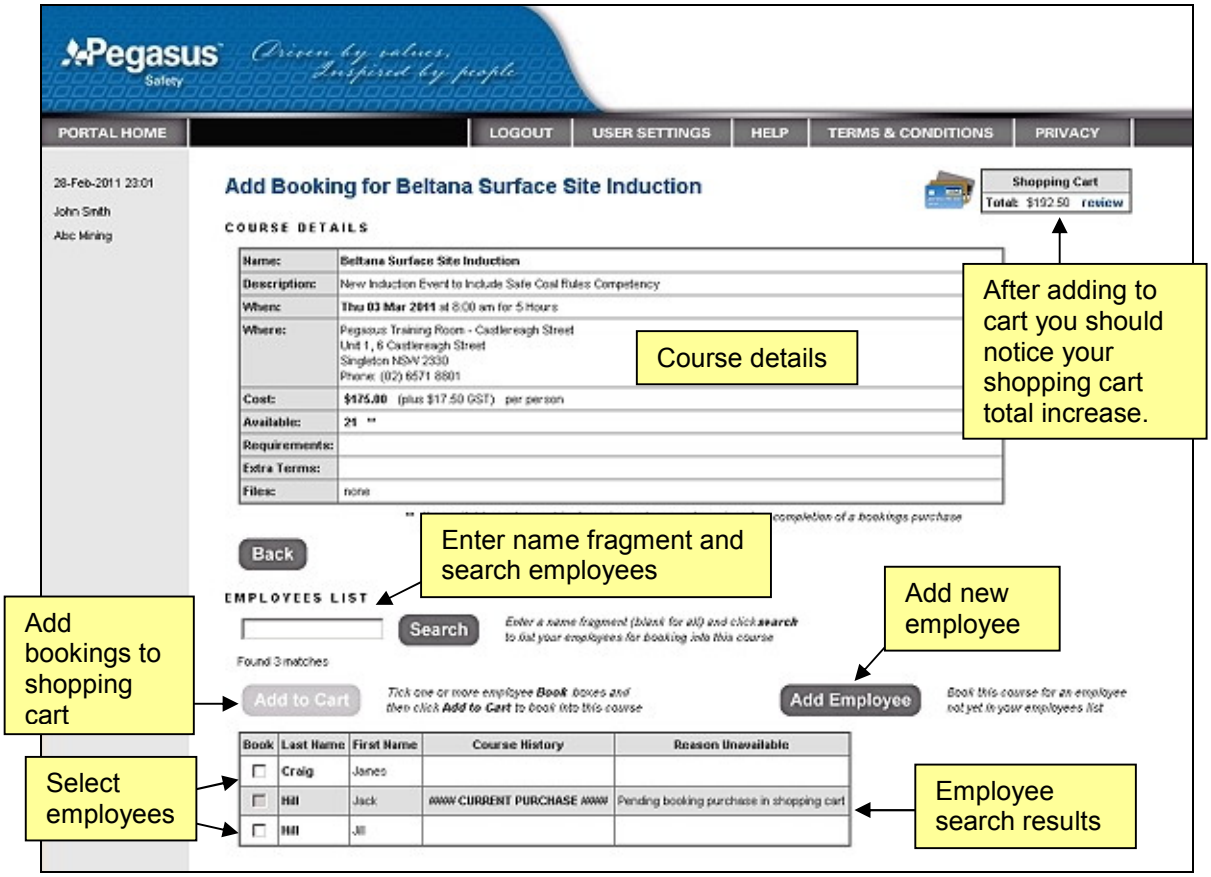

PORTAL HOME
LOGOUT
USER SETTINGS
HELP
TERMS & CONDITIONS
PRIVACY
Abc Mining Bookings
Select month of training schedule.
Courses you have access to and can make bookings for
Courses you have applied for access to or need to apply for access to before bookings can be made
AVAILABLE COURSES
OTHER COURSES
Classroom Courses

Applying For Access

For other courses click the apply link in the **Apply for Access** column. An application will be sent to the site conducting the training. You will be notified by email when your application has been processed. Once approved for access you will be able to book your employees into any training courses conducted for that site location.

Booking Employees

In the list of available courses click on a **Course** name to book your employees into that course. Do an employee **search** to select one or more existing employees or click **add employee** to add a new employee (see page 18) at the same time as making a course booking. Click the **add to cart** button when you are ready to purchase the booking and it will be added to your shopping cart (see page 20). The add to cart button will be replaced by a **book** button if booking files are required to be uploaded (see page 14). In this instance, the booking won't be added to your shopping cart until all required booking files have been uploaded.


Add Booking for Beltana Surface Site Induction
Course details
After adding to cart you should notice your shopping cart total increase.
Enter name fragment and search employees
Add new employee
Add bookings to shopping cart
Select employees
Employee search results

Booking Files

Some training courses require specific files to be uploaded for each employee before a booking can be added to your shopping cart. These files are training course specific. When attempting to book into a course with file requirements, detailed information on what the requirements are will be displayed on the booking files summary page (see page 14).

Types

You can upload any of the following types of files providing they do not exceed 2,000,000 bytes each:

- JPEG image files
- PDF files
- Text files
- Word document files (*.doc and *.docx)

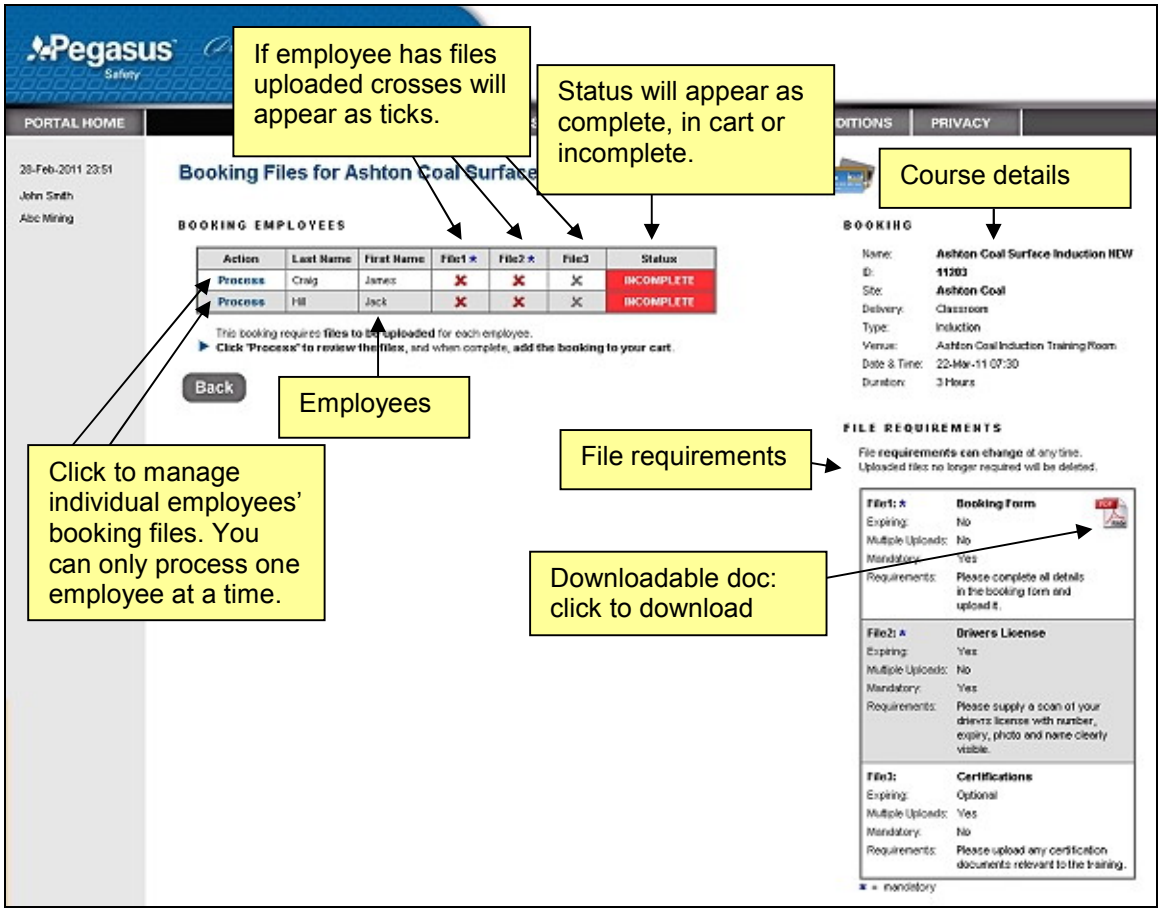
Downloadable Docs

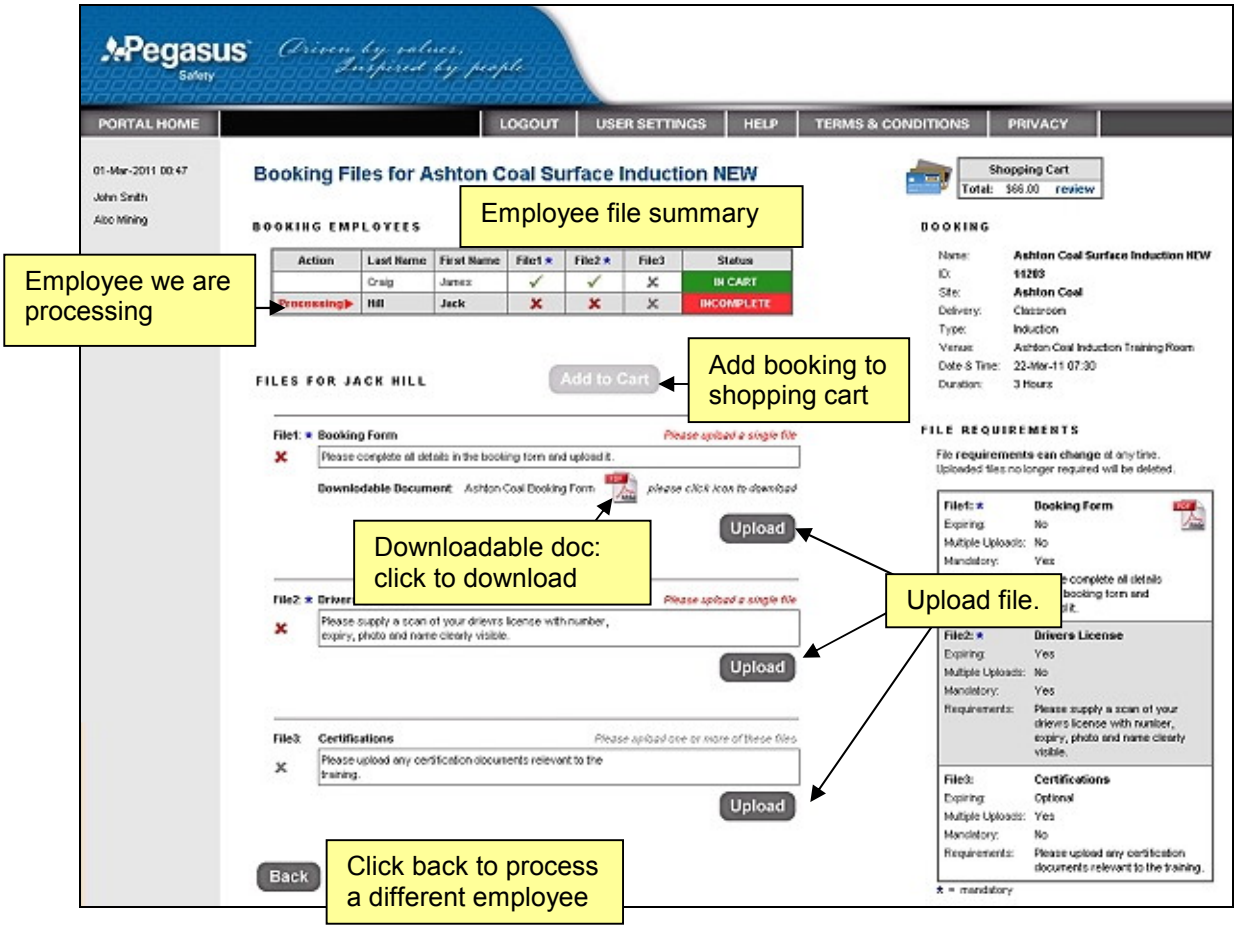
Some file requirements have a downloadable doc associated with them. This is a file that you need to download in order to complete your booking. It can be any of the types listed above. For example, a downloadable doc may be used by Pegasus Safety to supply you with a Statement of Competency form which you need to download, complete and then upload again.

Managing Employee Booking Files

After attempting to book employees into a course that has file requirements you will be taken to a page similar to the following image which provides information on the file requirements and a summary of the employees in your booking and the files uploaded for them.

Click the **process** link in the Action column to manage the booking files for a selected employee.


If employee has files uploaded crosses will appear as ticks.
Status will appear as complete, in cart or incomplete.
Course details
Employees
Click to manage individual employees' booking files. You can only process one employee at a time.
File requirements
Downloadable doc: click to download


Employee file summary
Employee we are processing
Add booking to shopping cart
Downloadable doc: click to download
Upload file.
Click back to process a different employee

This page allows you to upload files for an employee against each file requirement for the training course. To upload a file against a file requirement use the relevant **upload** button. For information on uploading files see page 20.

If you do not complete uploading files for a specific training course and employee, and consequently do not get to finalise and purchase your booking, then these files will remain in the system if you want to attempt to re-book your employee at a later date.

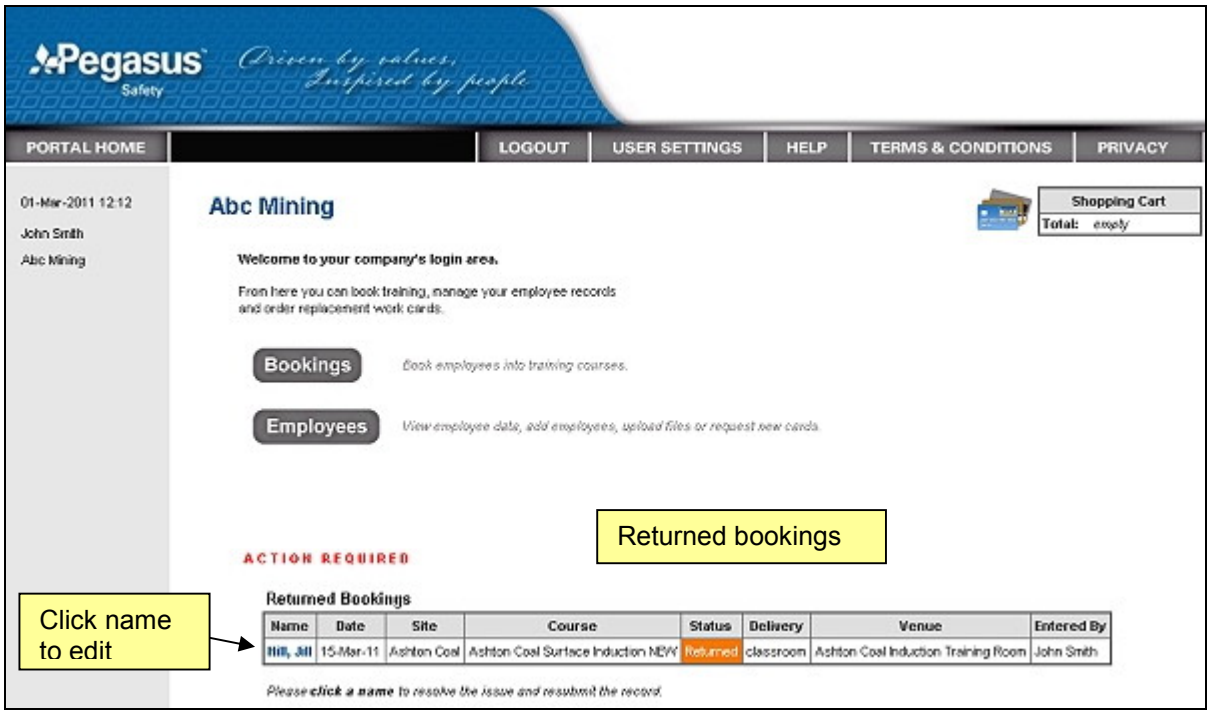
Once all of your employee's mandatory files have been uploaded you can use the **add to cart** button to add your employee's booking to the shopping cart (see page 20 for more information on the shopping cart). You may also want to upload some of the non mandatory files if appropriate.

Booking Approval

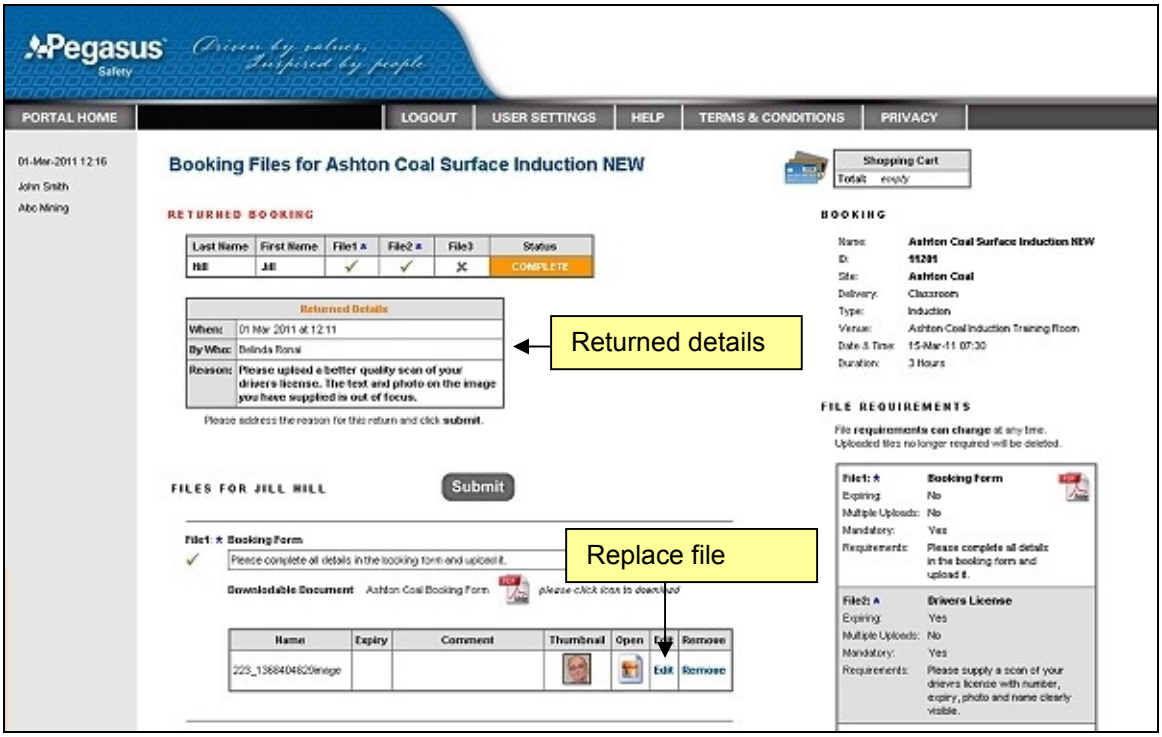
Once you have purchased bookings, you are entered into the Onsite Track Easy database as having a pending training booking. This booking needs to be approved by Pegasus Safety. If there are any file upload requirements, Pegasus Safety personnel will check the validity of these before approving your booking. You will be notified by email when your booking has been processed, and if approved, emailed a booking confirmation with details of the venue, date & time, location etc.

Returned Bookings

If Pegasus Safety personnel require you to supply some more information or files before they approve your booking they may return it to you for completion. You will be notified by email of any additional requirements. You will then need to log back in to the Pegasus Safety Bookings Portal to amend your booking. On your home page you should see any returned bookings listed as in the image below.



Click on the **Name** of a person who has a returned booking to view the details and amend booking data.


Pegasus
Safety
PORTAL HOME
LOGOUT
USER SETTINGS
HELP
TERMS & CONDITIONS
PRIVACY
Booking Files for Ashton Coal Surface Induction NEW
RETURNED BOOKING
Returned details
Replace file
Submit
FILES FOR JILL HILL
BOOKING
FILE REQUIREMENTS

Employees

Employee Search

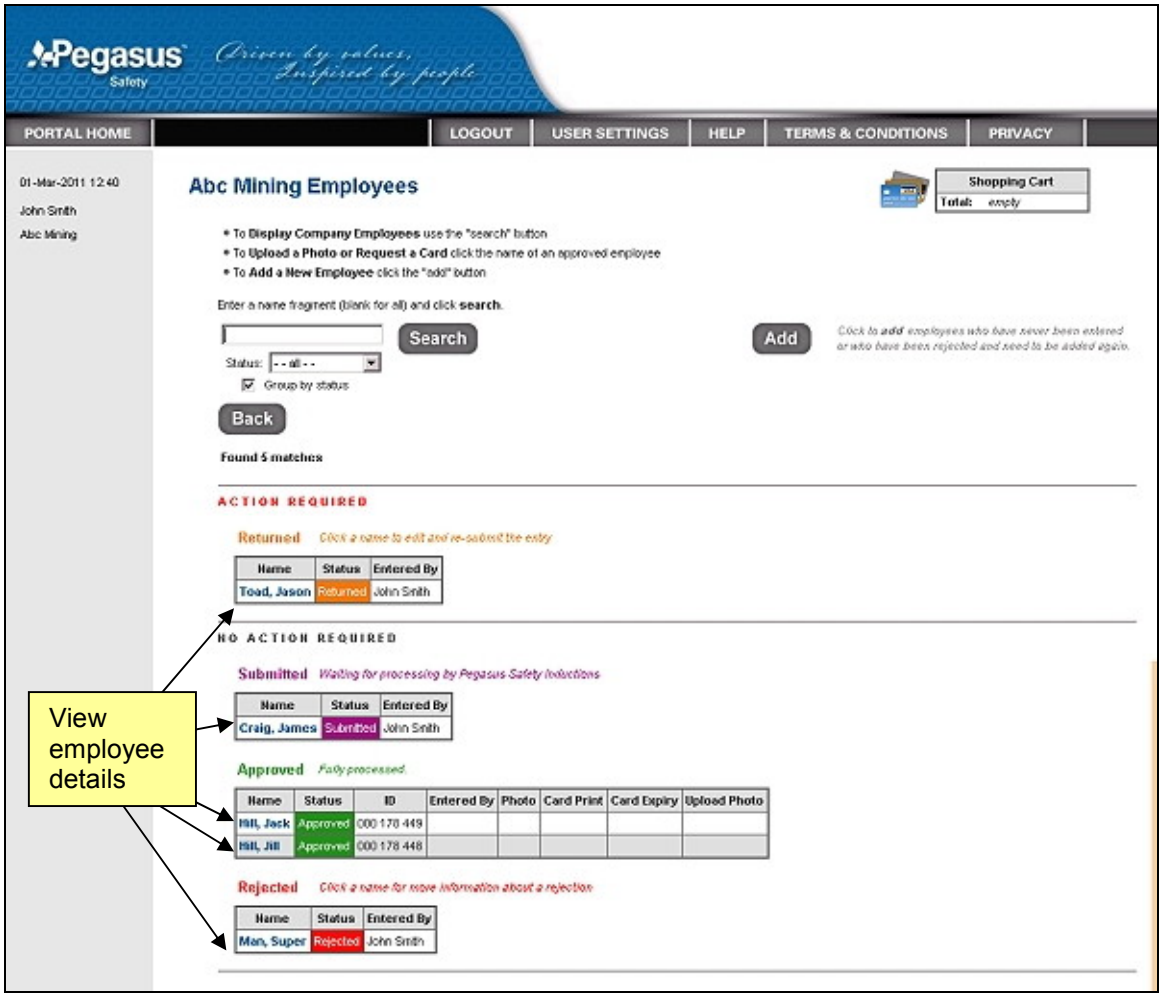
Use the **employees** button on the home page to search for all employees from your company that are registered or have applied for registration with Pegasus Safety. Leave search box blank to list all employees.

The search results are divided into two categories:

- **Action Required**
  Consists of returned applications that need amendment and re-submission.

- **No Action Required**
  Consists of submitted (awaiting processing by Pegasus Safety), approved and rejected applications.

In each case use the **Name** link to view details of your employee. In the case of returned employees you will be able to edit their data and re-submit it.

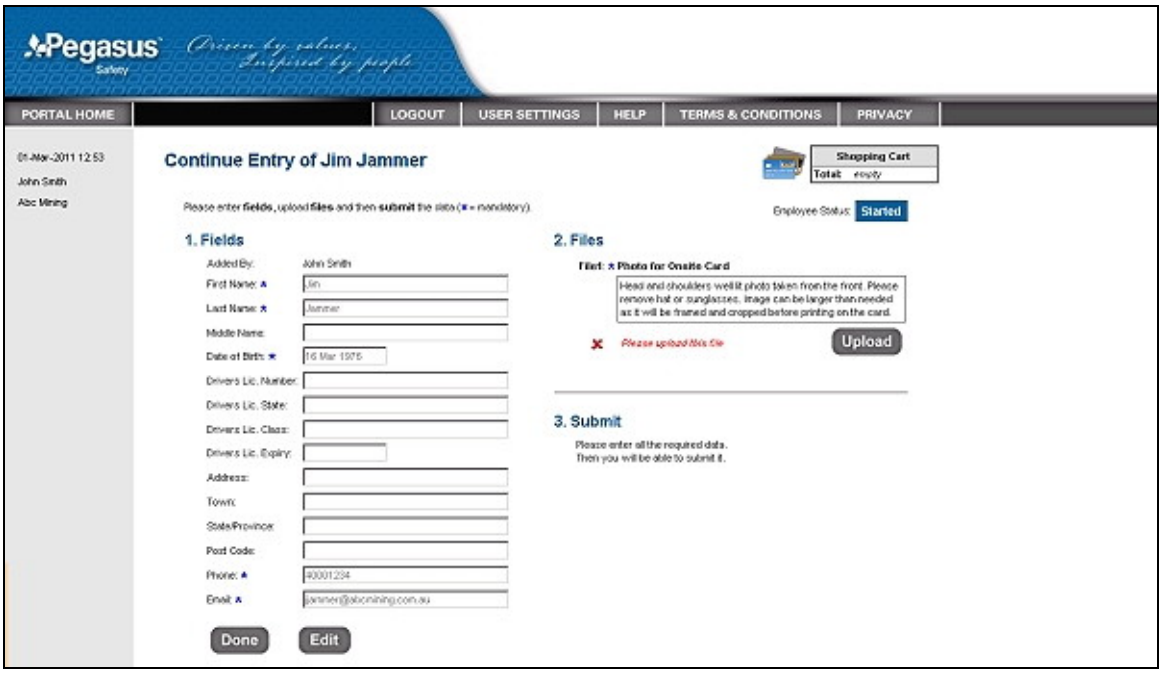


Adding Employees

There are two access points for adding new employees.

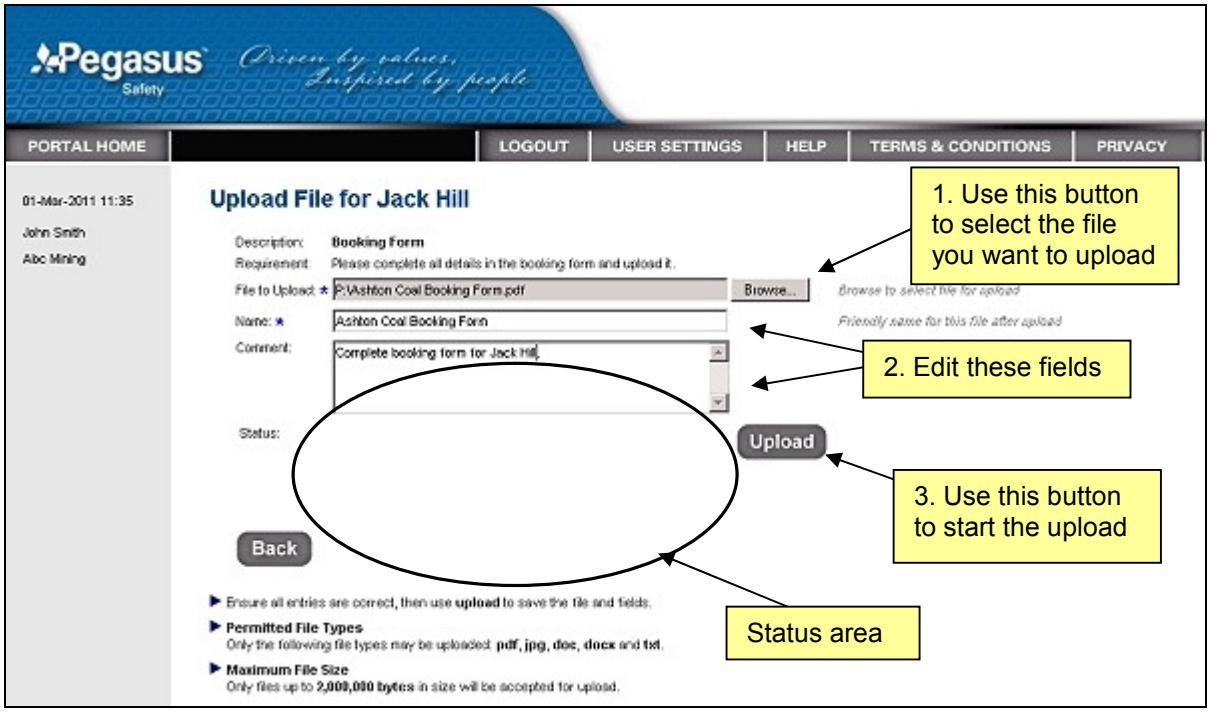
- Whilst making a training booking (see page 13).
- From the **Employees** button on the home page.

Before attempting to add an employee you need to do a search to make sure they do not exist first (see page 18). If they do not exist, then use the **add** button. You will need to complete all mandatory fields and upload mandatory files before your entry can be submitted. Mandatory fields are denoted with an asterix. For more information on uploading files see page 20.



Uploading a File

Here is the page used to upload a file. You can access this page with the **upload** button when processing booking files or uploading a photo for an employee.


Pegasus
Safety
Driven by values, Inspired by people
PORTAL HOME
LOGOUT
USER SETTINGS
HELP
TERMS & CONDITIONS
PRIVACY
01-Mar-2011 11:35
John Smith
Abc Mining
Upload File for Jack Hill
Description: Booking Form
Requirement: Please complete all details in the booking form and upload it.
File to Upload: * P:\Ashton Coal Booking Form.pdf
Browse...
Browse to select file for upload
Name: * Ashton Coal Booking Form
Friendly name for this file after upload
Comment: Complete booking form for Jack Hill
Status:
Upload
Back
1. Use this button to select the file you want to upload
2. Edit these fields
3. Use this button to start the upload
Status area
Ensure all entries are correct, then use upload to save the file and fields.
Permitted File Types
Only the following file types may be uploaded: pdf, jpg, doc, docx and txt.
Maximum File Size
Only files up to 2,000,000 bytes in size will be accepted for upload.

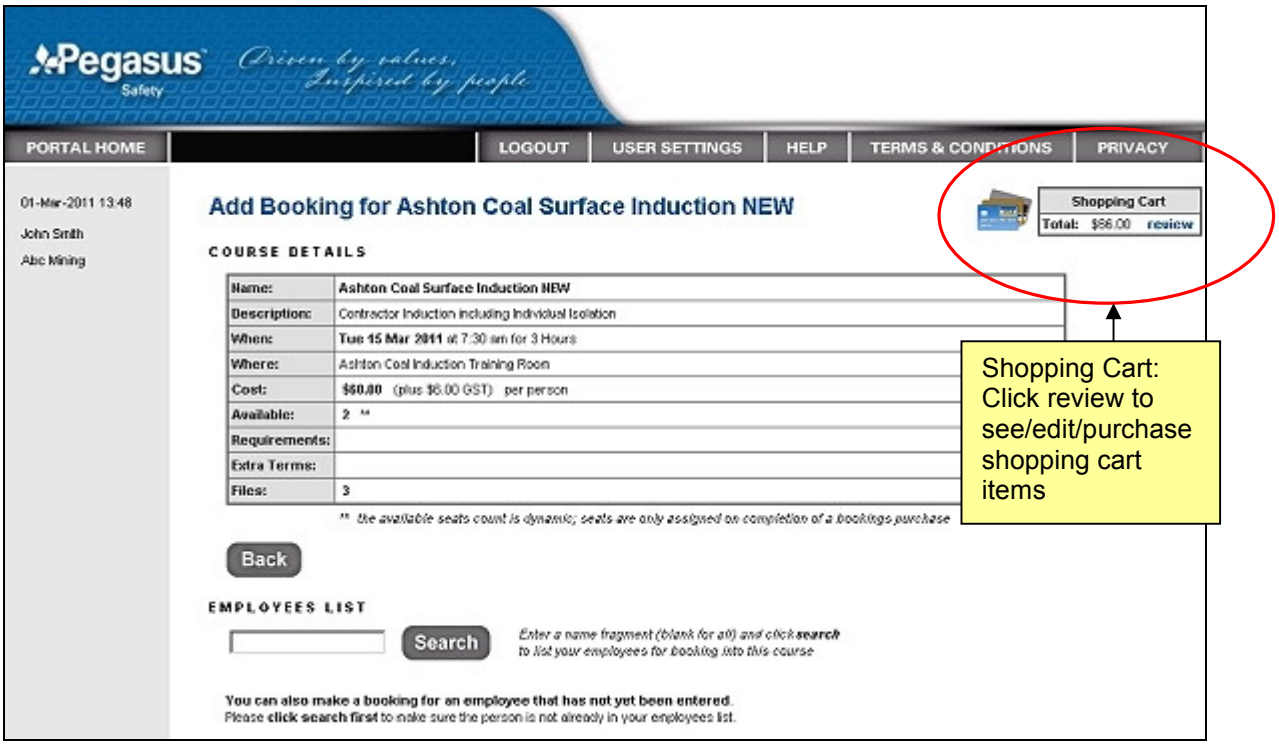
Click the **Browse** button to locate the file on your local file system. The full file path and name will appear in the **File to Upload** field and the file's name will appear in the **Name** field. You can then edit the name to make it whatever you want this file to be known as, and whatever you want to be the default filename whenever the file is downloaded in future. The **Comment** field is for any supplementary information you wish to record with this file.

When you are ready to proceed, click the **upload** button. If you have chosen an unpermitted file type or a file that is too big, the upload will be rejected and an explanation displayed in the **Status** area. If the file is accepted, it will be uploaded and progress information displayed in the **Status** area.

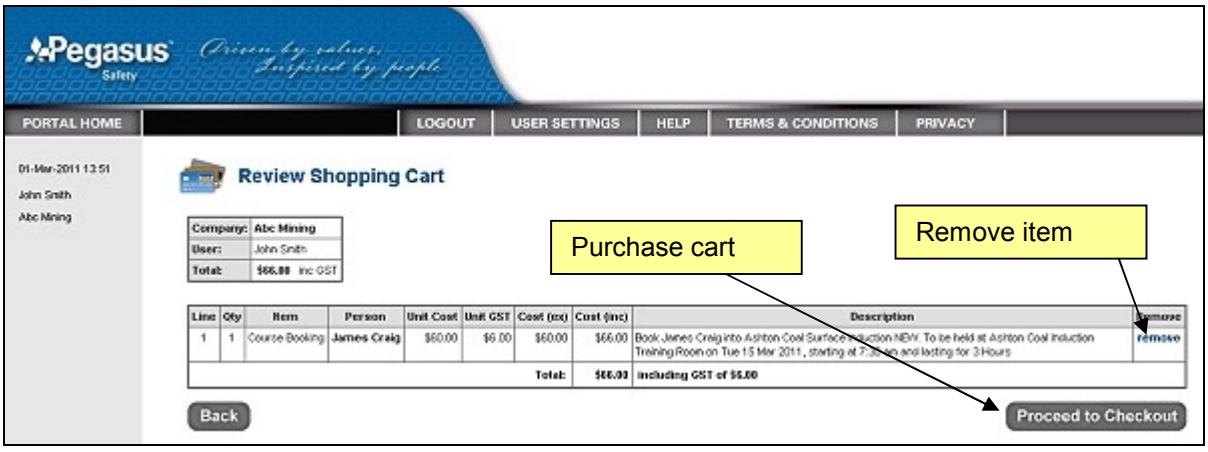
The rate at which a file uploads depends on the speed of your Internet connection so it is recommended that you use a fast broadband connection when uploading files.

Shopping Cart

If you are logged in, the current total of items in your shopping cart should appear underneath the menus in the upper right hand corner of every web page you access in the portal.



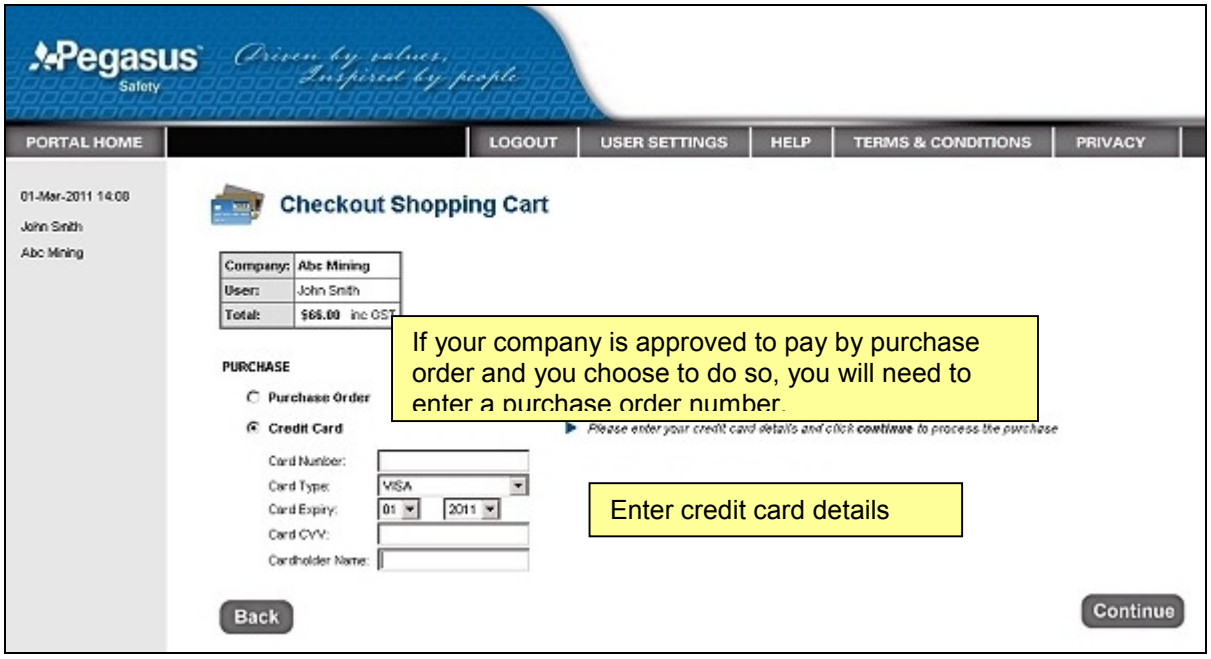
At any point you may manage the items in your shopping cart by clicking on the credit cards icon or the shopping cart **review** link.



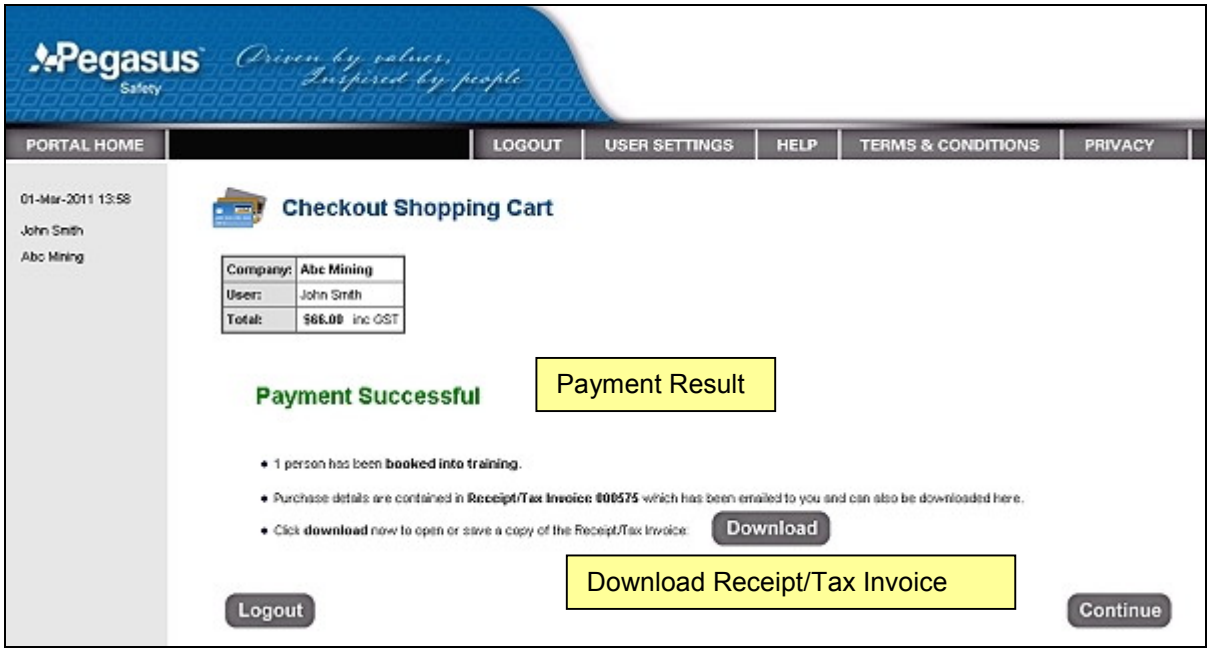
Use the **remove** link to remove items from your shopping cart. To purchase all items in your shopping cart use the **proceed to checkout** button. There are two methods for payment:

- Credit Card
  Available to all companies.

- Purchase Order
  Limited availability by prior arrangement. If your company is not approved to pay by purchase order you will not see this option.



After your purchase order or credit card has been processed, the screen will show details regarding the success of your transaction. If successful you will be emailed a receipt/tax invoice which can also be downloaded from the payment summary screen, see below.



When you **logout** any items in your shopping cart will be discarded.

Frequently Asked Questions

Company Registration

1. **How do I know if my company is registered or has applied for registration?**
   Please see page 7 of this user manual regarding doing a company search.

2. **Why have I not received notification of my registration status?**
   Your email address may have been entered incorrectly. Please contact Pegasus Safety.

3. **My company is Australian, but they do not have an ABN. Can I register?**
   No. You will need to apply for an ABN first.

4. **How long does it take for a registration to be approved?**
   Company registrations are usually approved within 1 week of submission. Please contact Pegasus Safety if you need your registration approved in a shorter time frame.

5. **What are some reasons why a registration might not be approved?**
   Company details such as insurances have not been supplied as per the site requirements.

Users

1. **How do I get a username and password?**
   First check if your company is registered with Pegasus Safety. Please see page 7 of this user manual regarding doing a company search. If your company is not registered, you may register them. The registration process allows you to enter user details. If your company is registered then see page 10 in this user manual for information on adding users.

2. **Why have I not received my login details?**
   Your email address may have been entered incorrectly. Please contact Pegasus Safety.

3. **Why can't I login?**
   First check that you are entering your username and password exactly as specified in your login email. The password is case sensitive. If this doesn't work try resetting your password. If you still can't login then please contact Pegasus Safety.

4. **I have forgotten my username. How can I find it out?**
   Please contact your company's user manager. If you do not know who they are please contact Pegasus Safety.

5. **I have forgotten my password. How can I find it out?**
   No-one can look up your password as this is protected information. However, a new password can be issued. Please see page 11 in this manual for information on how to do this.

6. **Can my company have more than one user login?**
   Yes. Please see page 10 for information on requesting new user accounts.

7. **Why did my session time out?**
   Your user session will timeout after 60 minutes of inactivity.

Bookings

1. **I was in the middle of adding booking files for an employee but my session timed out. Will I have to upload the files again?**
   No you will not, as long as you attempt to book the same person into the same training course (can be a different date & time to the original one).

2. **Several different training courses have some of the same file requirements. Can I re-use files for my employees across the different training courses?**
   No. Currently, files are fixed to a training course and employee and cannot be shared with other training courses. This is a known issue and is scheduled for enhancement in the future.

3. **Why can't I book into a course?**
   You may already be booked into the same course at a different date & time. Please contact Pegasus Safety.

4. **I have paid for a training booking, but my booking was rejected. Can I appeal this decision? Will I get a refund?**
   Please contact Pegasus Safety.

5. **How can I see which employees from my company are booked into training and when?**
   Login to Onsite Contractor. See pages 4 and 10 for more information.

6. **How can I find out training results for employees of my company?**
   Login to Onsite Contractor. See pages 4 and 10 for more information.

Shopping Cart

1. **I made a booking purchase but the website timed out before I could see my payment results. What should I do?**
   Please contact Pegasus Safety.

2. **I have logged out and my shopping cart items disappeared. What should I do?**
   You will need to login in again and re-book the employees. Shopping cart items are always discarded at logout. If you have uploaded files for your bookings they will still be accessible so you will not need to re-upload them.